

# Vermont Public Library Compensation and Staffing Survey

## Detailed Guide to Section B: Staffing Levels and Compensation

In this section, you are asked about each *type* of position in your library, rather than each staff person. You're entering each staff member into the survey just once, in whichever staff classification category is the best fit. The "best fit" will be the area where they spend the majority of their work hours.

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### What you'll need

You'll need to have a list of staff positions handy, plus the following details:

- Educational requirements (you should be able to find these in a job description or a recent job posting, if you do not have a job description)
- Number of people in the position
- Average or typical number of hours worked weekly
- Average or typical hourly rate of pay
- Average or typical number of years people who have this position have been in it.

The survey asks for information about your bookkeeper or finance person as well as your custodian or facilities person; you may need to connect with your town or city for information on their education requirements.



## **What if I have multiple people working in the same classification?**

You'll need to combine information if you have multiple people with positions in the same classification. For example, if you have three (3) Library Assistants/Library Clerks, you will want to:

- Check the education requirements for the position — not what level of education each staff person has;
- Add the number of hours each assistant/clerk works per week together into one large number and then divide that number by the number of assistant/clerk staff you have (in this example, 3);
- Add the hourly pay for each assistant/clerk and find the average by dividing by 3, the number of staff in the example;
- Add the number of years each assistant/clerk has been in the job and find the average by dividing by 3, the number of staff in the example.

For example, if Assistant/Clerk 1 works 15 hours a week, Assistant/Clerk 2 works 10, and Assistant/Clerk 3 works 7, you would add  $15+10+7$  for a total of 32, and then divide that by 3 to get an average of 10.6 hours a week. Round any number above .5 up to the next whole number, and .4 or below down to the next whole number. In this example, you would report 11 in the survey.

Next, if Assistant/Clerk 1 works is paid \$13.25 an hour, Assistant/Clerk 2 is paid \$14 an hour, and Assistant/Clerk 3 is paid \$15.50, you would add  $11.25+13+12.50$  for a total of \$42.75, and then divide that by 3 to get an average of \$14.25 per hour. Do not round this figure; report it as is.

Complete the same process for the next question, adding up the number of years each staff member has been at the library and dividing by the number of staff. You should round the number up if it is over .5 (for example, enter 12 into the survey if your answer is 11.5 or higher) and round your number down if it is below (for example, enter 11 into the survey if your answer is 11.4 or less).

You will use your own figures to answer this question, adding up your typical hours, pay, and years and dividing by your number of staff in that classification.



### **What if I am not sure how long each staff person has worked at the library?**

You may have this noted in your own staff personnel files, but if not, you'll want to reach out to whomever supports your payroll. That could be:

- a library or town Human Resources staff person or department
- whichever town department or staff person is responsible for employment records and payroll (start with your town treasurer and/or town clerk), or
- a Board designee.

If you're not sure, please ask your staff person — which you will want to do *before* you start to fill out the survey.

### **If I, or one of my staff, fulfills multiple roles (such as the survey example of an Assistant Director who is also the Children's Librarian), am I including their hourly wage in the average for both positions?**

No. If you have a staff person whose duties are found across multiple classifications, choose the classification where they spend the majority of their time working.

*For example:*

- If the Assistant Director is also the Children's Librarian, they should be listed in the Assistant Director area if they spend the majority of their work hours on Assistant Director duties, but the additional comments should also include their duties as a Children's Librarian.
- If the staff person in this example spends the majority of their time doing work related to their Children's Librarian duties, the data should be listed in that classification, even if their title is Assistant Director.

### **What if I have a staff person who fills two positions?**

If you have a single person who is truly filling two separate positions — positions you would post and fill separately if the current staff person left — you can list them separately in the survey.

### **What if I have a position that is filled by an independent contractor? For example, I pay my bookkeeper separately, but they are not considered a staff person?**

Do not include independent contractors in the survey. There is wide variability about what may be independently contracted, ranging from specific programs to bookkeeping to custodial services. If independently contracted, these individuals are external partners, not staff of employees.



**Do I list my Board of Trustees members in question 16?**

No. You would not list the number of trustees or the hours they contribute.

